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Policy 701

Fiscal Management Goals

The Board recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends to:

- Encourage advance planning;
- Explore all practical sources of income;
- Extract the greatest educational returns;
- Expect quality education.

Non-instructional Operations

The Board expects operation and maintenance of school plant and equipment to set high standards of safety, to promote health of students and staff, to reflect the moral and cultural aspirations of the community, and to support environmentally the efforts of the staff to provide a quality education.

Adopted: June 12, 2006

702 Annual Budget

Policy 702.01

Fiscal Year

For purposes of reporting financial records, the fiscal year is defined in State Law as beginning annually on September 1 and ending on August 31.

Legal Reference: Neb. Statute 79-1091

Adopted: June 12, 2006

Policy 702.02

Budget Planning, Preparation, and Schedules

BUDGET PLANNING

The budget shall be a matter of continuing year-round development. Teachers, administrators and support staff members will be involved in the budget planning. Staff members will submit written budget requests in accordance with an administrative timeline (calendar) for purposes of budget preparation.

PREPARATION OF THE BUDGET DOCUMENT

The procedures for the development of the annual budget are as follows:

On or about April 1, all instructional, curriculum, personnel, building and athletic budget requests are submitted to the Superintendent.

All budget requests are studied and reviewed by the administration prior to approval or rejection.

On or about July 15, a written preliminary budget of proposed expenditures is prepared by the administration and submitted to the Board.

On or about August 15, the Board shall approve a proposed budget statement in writing and file with its secretary.

On or about September 1, a summary of the proposed annual budget detailing expected revenues and expenditures will be prepared. Notice of the place and time of a public hearing on the proposed budget, together with a summary of the proposed budget statement, will be published at least five days prior to the hearing, in a newspaper of general circulation in the district.

Copies of the proposed annual budget will be available to the Board at least three days prior to the hearing.

After the public hearing, the proposed annual budget shall be adopted, or amended and adopted as amended by the Board. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of such changes shall be published within twenty days of its adoption.

Policy 702.02 (Continued)

On or before September 20, the secretary of the Board shall file a copy of the adopted budget with the levying board and the state auditor's office. Proof of publication shall be attached.

On or before October 15, levies are set by the levying board based on final assessed valuations.

Legal Reference: Neb. Statute 79-1084, 13-517
13-501 et seq.
79-1083 et seq.

Cross Reference: 204.03 Public Hearing
Accounting System
Revenue
Expenditures

Adopted: June 12, 2006

Policy 702.03

Budget Adoption Process

BUDGET

The school budget shall be made up annually from the best estimates available. At least five days before the budget meeting of each year, the Superintendent will present to the Board, for informal consideration, a preliminary budget reflecting the needs of the school system for the next fiscal year. After the budget has been advertised, it shall be the responsibility of the Superintendent to see that the budget is adopted and distributed in accordance with State law.

Legal Reference: Neb. Statute 13-506

Adopted: June 12, 2006

703 Management of Capital Reserves

Policy 703

Management of Capital Reserves

INVESTING

To provide for the efficient use of money received, the Board shall invest money not currently needed at the highest interest rates available in a manner prescribed by law.

TEMPORARY INVESTMENT OF BOND PROCEEDS

Money obtained from the sale of bonds shall be invested in checking accounts, savings accounts, time deposits or as otherwise allowed by law. The interest accruing on such investments shall be credited to the fund from which funds were invested.

Money shall be invested only in such accounts or securities as will become due and payable on or before the date when funds are needed to pay obligations against each fund. All such transactions shall be reported to the board.

Legal Reference: Neb. Statute 79-1027

Adopted: June 12, 2006

704 Accounting System

Policy 704.01

Deposits and Transfers

DEPOSITORY

Annually, in January, the Board shall appoint a depository (bank or capital stock financial institution) for all district funds.

DEPOSITS

All funds received by the District shall be deposited promptly in the proper account of the Board approved depository. The safeguarding of all funds shall be insured by the surety bond approved by the Board, securities of the U.S. Government pledged by joint custody receipt, or an irrevocable line of credit letter from a Federal Home Loan Bank.

TRANSFER OF FUNDS WITHIN AND BETWEEN BUDGETS

All transfers of large amounts (over \$10,000) from one major classification to another within a general or building budget shall be reported to the Board.

Any transfers from one budget to another (e.g., from the building to the general) shall be allowable only for the purposes of a temporary loan when revenue is not sufficient to meet required and approved expenditures. Board notification is required in all such transfers and the funds repaid as soon as revenue is sufficient to do so.

FUNDS MANAGEMENT

The Board is responsible for the control of all funds of the school system, including internal funds.

Monthly reports on the general fund and the building/sinking fund will be given to the Board by the Superintendent or designee and treasurer. Reports on all other funds will be given to the Board at least annually or more often upon request.

Legal Reference: Neb. Statute 77-2350

Cross Reference: 203.01 Board Organizational Meeting
203.05 Treasurer
705.01 Local, State, Federal, or Miscellaneous Revenue

Adopted: June 12, 2006
Revised: March 9, 2009

Policy 704.02

Financial Records

SYSTEM OF ACCOUNTS

The accounting systems and procedures for the District shall be set up so as to conform to generally accepted accounting principals (GAAP) as required or modified by law and existing guides from the Nebraska Department of Education. The Superintendent and business staff will be expected to confer with appropriate specialists of the Nebraska Department of Education, Educational Service Unit #3, District Auditors and any other knowledgeable persons or groups in achieving this objective.

The Board shall establish all funds by stating the type of fund, name of the fund, and purpose of the fund. It shall be the responsibility of the Superintendent to provide periodic financial statements related to the established funds.

FOOD SERVICE: ACCOUNTING

All business functions will be centralized under the direction of the Superintendent's office. Business functions to be centralized will include: food service program management, central purchasing of goods and supplies, centrally planned menus and regular audit of all accounts.

Lunches may be served at reduced cost, or without cost, to students unable to pay, in accordance with state and federal guidelines. Authorization for lunches to be served to deserving students at less than cost may be granted only by the Superintendent.

The cost of lunches will be based on the cost for preparation and serving of food, cost for components of the meal exclusive of federally donated commodities, and the cost for replacement of expendable items.

The price for school lunch will be fixed at a level calculated to encourage a high level of participation in the program, within the ability of the majority of the parents to pay, and in a break-even manner for the District.

Legal Reference: NDE Rule 2

Cross Reference: 705 Revenue
706 Expenditures

Adopted: June 12, 2006

Policy 704.03

Inventories

The Superintendent shall keep an accurate inventory of textbooks, vehicles, library books, movable equipment, including visual education equipment, athletic equipment, music equipment, uniforms, computers and the like. The Superintendent shall report to the Board losses of equipment and supplies not consumed in the process of use. The inventory shall be available to the Board upon request.

Adopted: June 12, 2006

Policy 704.04

Audits

ANNUAL AUDIT

An independent audit of all school accounts, including activity accounts, shall be made annually under the direction of an approved public accountant appointed by the Board. The auditing firm will provide an annual report to the Board of Education and the State of Nebraska, in state approved or accepted standard form in accordance with state law.

Legal Reference: Neb. Statute 23-3305

Adopted: June 12, 2006

705 Revenues

Policy 705.01

Local, State, Federal, or Miscellaneous Revenue

LOCAL

The Board of Education, through the adoption of the annual budget, shall prepare an estimate of the amount of money to be raised by taxation for the ensuing school year, the rate required to produce the amount, and the rate necessary to sustain the district meeting principal and interest payments on the bonded indebtedness and providing the funds to meet other legitimate district purposes.

Whenever it becomes necessary, in the judgment of the Board, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the district or as subsequently revised according to law), the Board shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the district.

STATE

The Board of Education will accept all available state funds to which the district is entitled by law or through regulations of the State Board of Education and/or Nebraska Department of Education. State funds, both categorical and general, are based upon objective formulae. The superintendent shall be responsible for ensuring that the district files the required reports and forms to secure the amount of state funds to which it is entitled.

FEDERAL

Applications shall be made for federal funds when available, provided that none of the conditions of acceptance is in conflict with state law, the policies, rules and procedures of the Board of Education and the objectives of the district. The school district shall comply with all federal requirements governing these moneys, and shall account for each federal project separately and expend said funds as authorized by the approved project application only.

Adopted: June 12, 2006

Policy 705.02

Usage Fees, Admissions and Royalties

In order to assure a close relationship between the District and the community, it shall be the policy of the Board to grant and encourage maximum use of school facilities to responsible and properly organized Elkhorn Community School District groups.

The Superintendent may approve the use of school facilities by non-school organizations. Charges shall be made according to the schedule of fees approved by the Board. The Superintendent shall establish such rules and regulations as needed to implement this policy as well as to assure the preservation of school district property.

Adopted: June 12, 2006

Policy 705.03

Free Admissions Passes

All school district employees and current Board of Education members will receive a free admission pass to be utilized by the employee or Board member and a guest in the attendance of District sponsored athletic events. These passes are not transferable to any other parties.

Residents of the District, who have attained the age of 65, may apply to the Office of the Superintendent for an activity pass which will admit them to all District sponsored activities without paying the regular established admission price.

Legal Reference: Neb. Statute 79-518

Adopted: June 12, 2006

Policy 705.04

Gifts, Grants, and Bequests

GIFTS TO SCHOOL DISTRICT

From time to time gifts may be presented to the School District. Significant gifts or donations shall be made known to the Superintendent who shall bring the information regarding the gift(s) to the Board for their acceptance by a majority vote of the members present at a regular and/or special meeting of the Board. These gifts become the property of the school District. All decisions about the utilization and disposition of said gifts shall be made by the Board.

OWNERSHIP OF PROPERTY PURCHASED BY AUXILIARY GROUPS OR BY INDIVIDUALS

Any property or funds donated to the school by auxiliary units, other agencies, or individuals, becomes the property of the Board and, as such, is to be used in a manner in keeping with the best interests of the District as a whole, as the discretion of the Board.

Adopted: June 12, 2006

706 Expenditures

Policy 706.01

Purchasing Procedures

PURCHASING GUIDES

The function of the Business Affairs office shall be to serve the educational program by providing the necessary supplies, equipment and services. The Board declares its intention to purchase competitively and locally, whenever possible, and to seek maximum educational value for every dollar expended.

The acquisition of services, equipment and supplies shall be centralized in the Business Affairs office under the supervision of the Superintendent.

The purchasing practices of the District shall be such as to benefit the educational program. To accomplish this result, the decisions on purchases shall be based on:

1. Specifications which stress good quality within limitations of the budget.
2. The lowest cost within the specifications.
3. Consideration for the quality of service.
4. Promptness of delivery.
5. Consideration of local vendors.

REQUESTING GOODS AND SERVICES (REQUISITIONS)

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent shall arrange appropriate administrative review channels whereby all requisitions shall be examined and approved, or disapproved, for purchasing.

The Superintendent shall receive and process requisitions in a manner most beneficial to the overall purposes of the schools within the adopted budget of the District.

A complete central record system will be maintained by the Superintendent for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for quality purchasing, to follow up on orders, and to reconcile deliveries to orders before payment is made. This delivery control will be applied to all purchases regardless of point of delivery.

Adopted: June 12, 2006

Policy 706.02

Petty Cash

Generally, the school district shall not establish a petty cash fund for a school building. The school district may in special circumstances do so. It shall be within the discretion of the Board to determine when such circumstances exist.

In the event that a petty cash fund is deemed necessary by the Board, the Superintendent shall develop regulations establishing the amount of petty cash to be allowed, the maximum dollar amount for a single purchase, and the accounting system to be used in record keeping of all expenditures from said fund.

Adopted: June 12, 2006

Policy 706.03

Bidding Procedures

BIDS AND QUOTATIONS

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of \$10,000 or more shall be based, when possible, on at least two competitive bids. All purchases less than \$10,000 in amount may be made in the open market, but shall, when possible, be based on at least two competitive quotations or prices. All purchases in the open market shall be made after careful pricing.

All contracts and all open market orders shall be awarded to the lowest responsible supplier, taking into consideration the following:

All purchases, whether by competitive bid or otherwise, shall take into consideration the quality of the articles supplied, conformity with developed specifications, and location of vendors in the district when applicable.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bidder and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any conditions, or reject, any or all bids or any part of any bid. Any bid may be withdrawn only prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom an award is made may be required to enter into a written contract with the District.

Policy 706.03 (Continued)

STANDARDIZATION OF SUPPLIES AND EQUIPMENT

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite several existing, commercially available “standard brands” that meet those specifications acceptably as examples.
3. Invite vendors to quote prices on those examples according to the specifications.

The administration may deviate from this policy, when in their judgment, the circumstances and conditions warrant.

Adopted: June 12, 2006

Policy 706.04

Vendor Relations

The District shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price, and delivery, with past service being a factor if all other considerations are equal.

Adopted: June 12, 2006

Policy 706.05

Purchasing On Behalf of Employees

Generally, the school district shall not purchase items on behalf of employees. The school district may in special circumstances do so. It shall be within the discretion of the Board to determine when such circumstances exist.

No purchases shall be made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any applicable taxes or other expenses due.

Adopted: June 12, 2006

Policy 706.06

Payments for Goods, Services and Settlements

The Board will authorize payment for goods and services:

1. Contracted for within budgetary limits.
2. Purchased according to relevant purchasing policies and regulations.
3. Certified by the Superintendent as having been received as ordered and in acceptable condition.
4. Claims may be authorized for payment by the Superintendent, provided these are reported and approved by the Board at the next regular meeting.
5. All other claims paid from District funds shall be approved by the Board prior to payment and shall be listed in the official minutes of the Board which will be published within ten days of the meeting in a newspaper of general circulation in the District.

BUDGET: EXPENDITURE CONTROLS

A system of fiscal control shall be established to govern the administration of the budget and the expenditure of funds.

The Superintendent shall set up and operate budget controls for all buildings and departments expenditures and shall administer the budget in conformity with the legal requirements and the actions of the Board.

The Superintendent shall check the legality of all expenditures and ascertain that all expenditures recommended for approval are legal expenditures.

SIGNING OF CHECKS

All checks drawn on the General Fund, Building Fund, and/or Special Funds of District #10 accounts shall be signed by the president and the treasurer. Such warrants shall be signed manually by those individuals or stamped with an authorized signature plate when General Fund and/or Building Fund checks are generated by computer. The secretary is authorized to sign checks and warrants in absence of the president or treasurer. Activity Fund checks shall be signed by the Principal, Assistant Principal, Superintendent or Associate Superintendent.

SETTLEMENTS

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Laws 2010, LB 742

Adopted: June 12, 2006
Revised: November 8, 2010

Policy 706.07

Contracting for Services

Every contract for services to be provided to Elkhorn Public Schools shall require that the contractor use a federal immigration verification system, such as E-Verify, to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Legal Reference: Neb. Rev. Stat. § 4-114

Adopted: November 8, 2011

707 Payroll

Policy 707.01

Payroll Procedures

The payroll period for the district shall be monthly. Employees shall be paid on the 15th of each month. If this day is a holiday or weekend, the payroll shall be paid on the last working day prior to the holiday or weekend when possible.

It will be the responsibility of the Superintendent to issue payroll to employees in compliance with this policy.

Adopted: June 12, 2006

Policy 707.02

Salary Deductions

It shall be the responsibility of the Superintendent to determine which payroll deductions will be allowed other than those required by law. Employees may elect to have payments withheld for professional dues and district-related and mutually agreed upon group insurance coverage.

The District will accept an employee request for special tax savings plans from all District approved companies writing such plans. The District reserves the right to set limits on the number of tax sheltered annuities amendments in any one year.

Each employee shall be given the privilege of entering into a tax savings plan reflecting a reduction in the salary of the employee for the remainder of the contract term.

Legal Reference: Neb. Statute 79-901 et seq.

Cross Reference: 407.06 Certificated Employee Tax Shelter Programs
413.05 Support Staff Tax Shelter Programs

Adopted: June 12, 2006

Policy 707.03

Expense Authorization and Reimbursement

REIMBURSEMENT FOR AUTHORIZED TRAVEL AND ATTENDANCE AT APPROVED EVENTS

District funds may be expended for travel to and attendance at events for which the Board has given approval.

Payment may be made for the actual and necessary expenses incurred by Board members and District staff for travel to and from and attendance at educational meetings, conferences, programs, official functions, hearings or meetings, whether incurred within or outside the boundaries of the District pursuant to the following procedure:

A. For Board Members and Staff

1. For Board members, approval by the Board President and registration through the office of the Superintendent for the Board member.
2. For staff members, approval by the Superintendent and registration through the office of the Superintendent for the staff member.
3. Expenses remunerated or paid:
 - (a) Registration costs.
 - (b) Tuition costs.
 - (c) Tuition fees or charges.
 - (d) Lodging, if reasonably necessary.
 - (e) Transportation.
 - (f) Costs of registration, transportation, lodging and banquet tickets may be advanced upon request by the Board or staff member.
 - (g) Expenses for which payment has been advanced or reimbursement is requested and is permitted by law shall be paid when the Board or staff member submits a fully itemized voucher or request together with receipts for payments made by the Board or staff member.
 - (h) Payments made for meals and lodging shall be expressly approved by the Board.

Expenses of faculty advisors of approved student clubs when the faculty advisor shall be requested to accompany a student or group of students to a regional or national competition for which the student or students have qualified through competition and/or merit.

Policy 707.03 (continued)

B. No District funds shall be expended for any expenses incurred by a spouse of an elected or appointed official, employee or volunteer of the District unless the spouse is also an elected or appointed official, employee or volunteer of the District.

Legal References: Neb. Rev. Stat. 13-2203 and 13-2204

Adopted: June 12, 2006

708 Employee Benefits Administration

Policy 708

Insurance Program

Employees

Insurance coverage to employees shall be provided by the District as provided whether in collective bargaining agreements or by policies which may be adopted by the District.

The District shall provide Workers Compensation Insurance for the protection of the employees and the District.

Board of Education

The Board shall purchase with District funds the type and amount of insurance necessary to protect the Board as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the school buildings while Board members are acting in the discharge of their duties within the scope of their employment, or by direction of the Board.

Liability

The Board shall purchase all needed liability insurance to the extent permitted, or otherwise not restricted, by law after recommendations of the insurance committee have been considered.

Adopted: June 12, 2006

709 Cash in School Buildings

Policy 709

MONIES IN SCHOOL BUILDINGS

Monies collected by District employees and by student treasurers shall be handled with good and prudent business procedures. All monies must be deposited in the school office daily. All monies collected shall be receipted, accounted for, and directed without delay to the Board designated depository. Any District funds kept by an employee overnight are in violation of District expectations and are the sole liability of the employee.

EMPLOYEE BONDS

The Board shall purchase all needed liability insurance to the extent permitted, or otherwise not restricted, by law after recommendations of the insurance committee have been considered.

Legal Reference: Neb. Statute 23-175.01

Adopted: June 12, 2006

710 Disposition of School Property

Policy 710

SALES AND DISPOSAL OF SCHOOL LAND

The Superintendent shall be authorized to set procedures for disposal of school properties. The highest price possible will be sought. No real estate belonging to the school district may be sold except at a regular meeting of the Board and then only with an affirmative vote of at least two-thirds of the members of the Board.

SALE OF BOOKS, SUPPLIES AND EQUIPMENT - OBSOLETE EQUIPMENT

The Superintendent shall be authorized to dispose of obsolete equipment and books by selling it to the highest bidder or for measurable compensation and shall report all transactions to the Board. If unsellable, the Superintendent may dispose of books, supplies and equipment in a proper manner.

Legal Reference: Neb. Statute 79-10,114

Adopted: June 12, 2006